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Director

## **MEMORANDUM**

**TO:** State Agencies

**FROM:** OA/Accounting

**DATE:** May 14, 2008

**RE:** Notification Regarding the Purchase Order Rollover Process

Agencies use the SAM II Financial PORL table and the Outstanding Purchase Order reports to identify eligible purchase orders. This memorandum supplies agencies with the information needed to participate in the PORL process.

The Purchase Order Rollover (PORL) table will be open Monday, June 2 for purchasing staff access and will close Monday, June 30. To assist agencies with the setting of the PORL table, the following Purchase Order Rollover reports are posted on MOBIUS:

- OFN118R1 (Outstanding Purchase Orders for Regular Appr)
- OFN118R2 (Outstanding Purchase Orders for Continuing Appr)
- OFN118R3 (Outstanding Purchase Orders for Non-Appropriated Funds)

Please review these reports and determine if your agency's purchase orders should lapse (L), roll (R), or if no action (N) should be taken. For annual appropriations and non-appropriated funds, purchase orders must either lapse (L) or roll (R). For biennial appropriations, purchase orders must lapse (L) or your agency must indicate that no action (N) is to be taken. In order for a purchase order to roll (R), the **exact** accounting distribution on the FY08 purchase order must exist in FY09.

The default option for the PORL table is lapse (L). Your agency does **not** have to enter an "L" in the Action field for purchase orders to lapse. However, if you elect to enter an "L" by the purchase orders that you want to lapse, your agency can review the PORL table by vendor and verify that there was a conscious decision made for each purchase order and verify that the setting is correct.

If you want the purchase order to roll (R), you **must** update the PORL table.

To update the PORL table:

- Go to the PORL table.
- Enter the vendor number and purchase order number.
- Perform a "Browse". The associated purchase order will display.
- Enter the appropriate action in the "Action" column by the purchase order.  
Please note: An "L" (lapse) can be entered if desired but is not required.
- Perform a "Modify/Change".

### **Key Points**

- If any purchase order contains coding other than as documented above, it will be changed to "L" by OA/Accounting and the purchase order will lapse during the PORL job.
- FY08 and FY09 FAIT table entries must exist on the FAIT table for any reporting category referenced on a FY08 purchase order that you want to roll to FY09.
- The grant, job, or project must be open if it is referenced on a FY08 purchase order.
- All Purchase Orders with an annual appropriation or non-appropriated fund must roll or be disencumbered.
- OA/Accounting will correct P1 documents that reject from the PORL job.
- Rollover (RO) documents that reject after the PORL run will be deleted from SUSF.
- If the RO document rejects, the purchase order will be closed and require manual set up by your agency in FY09.

On an ongoing basis, please ensure that your agency has procedures in place to:

- Ensure that there are no outstanding purchase orders associated with a specific FAIT table entry prior to deleting the table entry. Disencumber a purchase order or modify it to change the order to reference another reporting category prior to deleting an entry from the FAIT table.
- Ensure that there are no outstanding purchase orders associated with a specific grant/job/project prior to the closing of the grant/job/project. Disencumber the purchase order or modify it to change the reporting category/job/project number referenced on the purchase order prior to closing a grant/job/project.

An agency must ensure that each purchase order is in compliance with the above guidelines prior to requesting the roll of the purchase order. It will be the agency's responsibility to determine why a purchase order did not roll during the rollover process.

If you have any questions, please contact OA/Accounting at [oasamiiaccounting@oa.mo.gov](mailto:oasamiiaccounting@oa.mo.gov) or 573-751-2971.